

OEDA Board Meeting Minutes

November 8, 2019

121 N Main Street 2nd Floor Albion NY

Board Room

8:00 a.m.

Draft

Members Present:

Paul Hendel, Chairman

John Misiti, Vice Chairman

Ken DeRoller, Secretary

John DeFilipps, Assistant Secretary

Carol D'Agostino, Member

Skip Draper, Treasurer

Jim Panek, Member

Absent: [None]

Also Present:

Jim Whipple, CEO/CFO

Diane Blanchard, Micro-Enterprise Business Coordinator

Kevin Zanner, OEDA Legal Counsel

I. Roll Call---- The meeting was called to order by Chairman Paul Hendel at 8:00 a.m. Diane called the roll and six members of the Board were present, constituting a quorum of the Board. Carol joined the meeting during the workforce development update. Carol left the meeting prior to the presentation of the MAP Report.

II. Approval of Previous Board Meeting Minutes October 11, 2019 (Electronic)

The Board reviewed the draft minutes from the October 11, 2019 Board meeting. John Misiti made a motion to accept the meeting minutes as presented, seconded by James Panek. Motion Passed (6-0-0).

Workforce Development Update-Kelly Kiebala

Kelly Kiebala presented an update regarding Workforce Development matters. A recent initiative involves working collaboratively with the human resources departments of businesses in order to coordinate workforce development needs. Quarterly meetings will be scheduled. Kelly also discussed marketing and branding. She has enlisted the help of Dina Barone from Mindful Media. Kelly also discussed the bi-annual employment plan which is posted on their website.

III. Financial Reports

COIDA—Jim presented the monthly financial report for the Agency. The Agency cash account balance as of 10/31/2019 is \$47,834.23. All of the Agency accounts were reviewed and discussed.

ORLF--- Jim presented the monthly financial report for the ORLF. The ORLF cash account balance as of 10/31/2019 is \$1282.43.

Ken DeRoller made a motion to accept the COIDA and ORLF financial reports, seconded by John Misiti. Motion Passed. (7-0-0) M1119-01.

County Loan Repayment-Update---Jim reported that the second of three payments owed to County of Orleans will be paid at the end of November, which was approved by Kim DeFrank, County Treasurer.

PILOT Report----Diane reported all PILOTs are current.

Legal

Solar Guidance for Taxing Authorities—Jim reported on recent inquiries from taxing jurisdictions that have received notifications regarding proposed solar projects. Kevin noted that the developers of these projects are seeking a real property tax exemption under Section 487 of the Real Property Tax Law. Section 487 requires project developers to notify the affected taxing jurisdictions, which triggers a 60-day period for the taxing jurisdiction to request a PILOT. Jim indicated that the Agency would prepare a written guidance to assist municipalities with understanding and responding to the notifications.

Live Streaming of Meetings Procedures----Kevin reviewed a legal memorandum concerning live-streaming protocols that he had circulated to the Board in advance of the meeting. There was extensive discussion regarding the conduct of Board and Committee meetings and the impact of live-streaming requirements.

Equipment—Jim reported the Agency purchased the video streaming equipment at a cost of less than \$500.

John DeFilippis made a motion to close the meeting to seek the confidential advice of legal counsel relating to Agency meeting procedures. The motion was seconded by Skip Draper and unanimously carried (7-0-0).

A motion was made to reopen session by Carol D'Agostino, seconded by Skip Draper and unanimously carried (7-0-0).

IV. Executive Session---None.

V. **Report of Committees/Departments/Sites**

Business Development---- None Presented.

Project Updates - Jim reviewed the current project list report with the Board, a copy of which was included in the Board meeting materials.

Niagara Food Specialties--- Jim is following up on a recent inquiry from the company.

Hotel Project---Jim reported the lease-leaseback/PILOT transaction is scheduled to close this month.

Snappy---- The company is in the process of relocating to the former Bernzomatic site.

Heritage Wind—Jim reported that he expects Apex to submit an application for IDA assistance sometime in the next few weeks.

Sierra Biological—Jim reported the company is considering an expansion project and working on financing.

BOMET Equipment Upgrade—This project involves a one million-dollar equipment project, with some new hires.

Falls Road-Culvert/Bridge Replacement---Ready to implement.

Project Hydro-Grow—Jim reported that this is a Hemp Greenhouse project.

Project Higher Ed---Jim reported on a new call center project with the possibility of 200 new employment positions. The company is looking at multiple sites in WNY and hopes to be in operation by January.

Project Modem---This project involves a remanufacturer that is looking to build in the MBP.

Spec Building—Jim reported that Project Modem is looking at the Spec Building in MBP.

Bates Road Redevelopment---Kevin reported that the Environmental Easement will be filed with the Orleans County Clerk this afternoon and then submitted to the NYSDEC and the local municipality. The NYSDEC will then issue a certificate of completion.

MBP Strategic Plan Project---Jim reported he received two responses to the Agency's request for qualifications, one from BME and one from Clark Patterson Lee.

Maple Ridge Corridor Study---Jim reported that the study is nearing completion.

Facilities/Sites

Sale of Albion Business Park Update---Jim reported he is waiting on GCASA John Bennett who wants to set up a meeting with local supervisors to discuss the project.

RFQ for MBP Feasibility/Development Study Update— This item was covered in the Project Updates report.

MAP and LDC Report

Diane reported the Fall MAP class graduated on November 5th. 12 Participants graduated. To date 518 participants have gone through the program.

Loans Status: Printed reports from 10/10/19 are available for review.

Total Funds in RLF account as of 10/31/2019.

HUD unrestricted funds---\$4,581.50

Five Star Money Market Account-Unrestricted Funds---\$112,456.38.

Marketing Update---National Grid Grant—Jim reported this is a matching grant. National Grid will provide \$10,000 and the IDA has to match it.

Grow New York Exhibit and Awards—The Agency will have a booth at this program, which takes place on November 12th and 13th in Rochester. Jim will attend.

VI. Unfinished Business

Review of Proposed Solar Policy--- Kevin and Jim presented an amendment to uniform tax exemption policy (UTEF) for solar projects, which was reviewed at the October meeting. Minor technical changes to the policy were made since the October meeting. The next step is to schedule a public hearing.

Motion to authorize the Agency to call a public hearing regarding the proposed amendment to the UTEF made by John DeFilipps, seconded by John Misiti. Motion Passed. (6-0-0) M1119-02.

New Committee Assignments---Jim reviewed the COIDA Committee assignments, which were approved at the October Board meeting.

VII. New Business

Leadership Orleans-Sponsorship for Ken DeRoller—The mission of Leadership Orleans is to create the nucleus for investment in the community through continuing education, volunteerism and networking, to enhance leadership potential throughout our region. Leadership Orleans is a seed for growing leaders for today and tomorrow. Having a member of the Agency Board participate in this program is consistent with the Agency’s mission. Ken would like to participate.

Motion to approve Ken DeRoller participating in this program at a cost of \$1,950.00 made by John Misiti, seconded by Skip Draper. Motion Passed. (6-0-0) M1119-03.

Consider Meeting Schedule for 2020---Jim reviewed the meeting schedule with the Board. A motion was needed.

Motion to approve the meeting schedule for 2020 made by Skip Draper, seconded by Ken DeRoller. Motion Passed. (6-0-0) M1119-04.

VIII. Adjournment

John DeFilipps made a motion to adjourn the meeting subject to Chairman’s recall, seconded by John Misiti. Motion Passed. (6-0-0).

Respectfully Submitted,
Diane Blanchard